

Instructions for Completing
DIRECTOR'S **ANNUAL**
SPECIAL EDUCATION OPTIONS BY PRIMARY AND SECONDARY
AVERAGE DAILY MEMBERSHIP

REPORT DUE DATE: July 1

- This report should include **all** special education students (ages 0-21) served by your school system.
- **Beginning Period** – This is the beginning report period, for the annual report this should be **“1”**.
- **End Period** – This is the ending report period, for the annual report this should be **“9”**.
- Calculate **Primary Option ADM** by totaling the number of Days Enrolled, in which the student was enrolled in a Special Education Primary Option, for the report period and divide by the report days for the specified report period. This student will be **1 Primary Option ADM**.
- Calculate **Secondary Option ADM** by totaling the number of Days Enrolled, in which the student was enrolled in a Special Education Secondary Option, for the report period and divide by the report days for the specified report period. This student will be **1 Secondary Option ADM**.
- **Services provided students from a *private school or institution*:**

The LEA providing the special education services will be credited.
The LEA must maintain a daily attendance record on these students.

- **Services provided to a student *from another public school or school system*:**

The student's attendance should be kept at the **home school** and reported by the home school.

NOTE: SUBMIT THIS REPORT FROM THE D & A CENSUS PROGRAM

- Refer to the **Student Membership and Attendance Accountability Manual** for further definitions and general reporting requirements.

The contact person for this report is **Deborah Thomas**; she may be reached at **(615) 741-3035** or e-mailed at **debbie.thomas@state.tn.us**